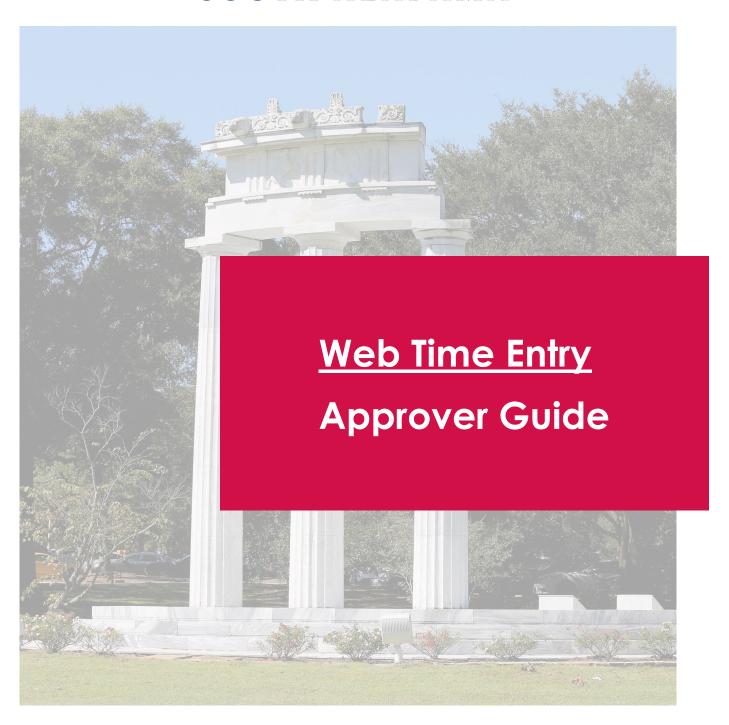


UNIVERSITY OF SOUTH ALABAMA



Employee Dashboard

The updated Employee Dashboard found under Employee Self-Service in PAWS has a new look which allows you to navigate and view your direct reports.

Approve Time

Under "My Activities" on the right-side of the Employee Dashboard, select Approve Time.

Please visit the Payroll site for pay period calendars to see upcoming deadlines

https://www.southalabama.edu/departments/financialaffairs/ayroll/calendar.html

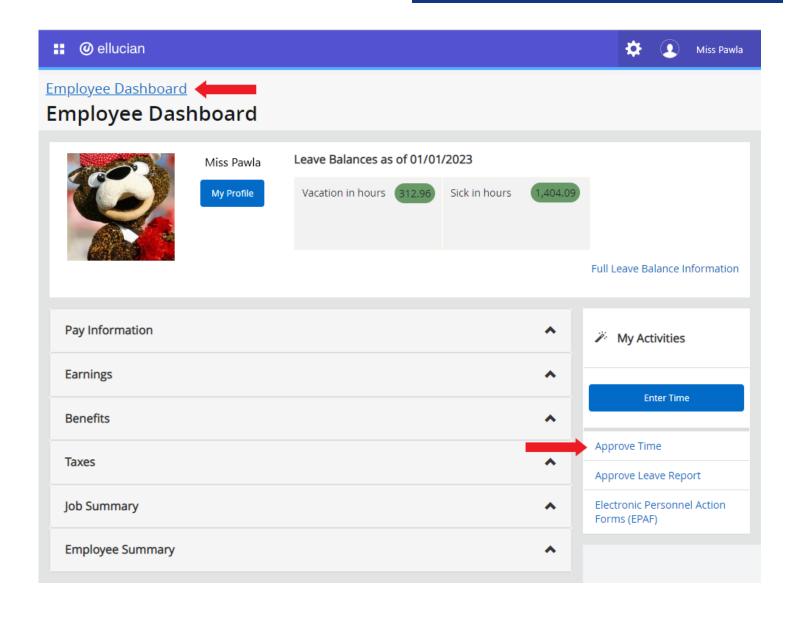
Time Deadlines

Employee 10:00 AM on Monday of pay week

Approver 1:00 PM on Monday of pay week

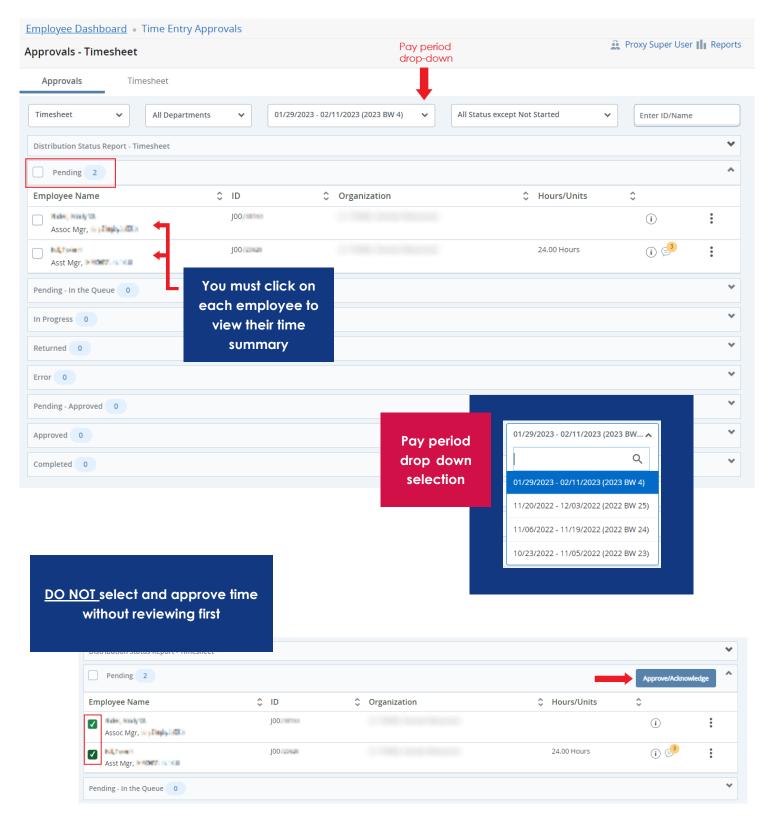
If there are multiple approvers, ALL approvers

must have approved



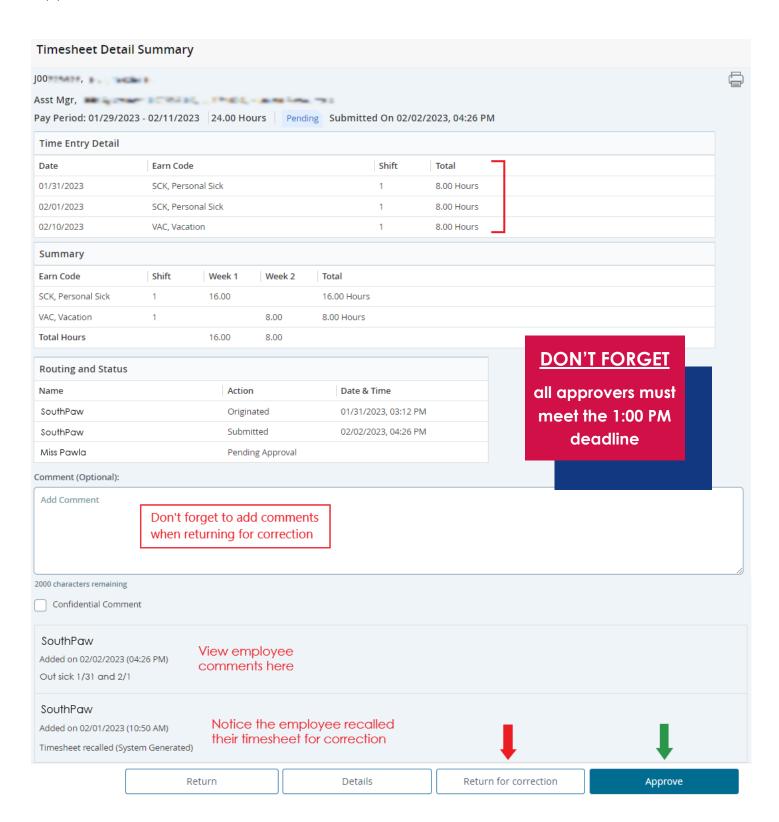
Approve Time View

On the Timesheet Approvals screen you will see the status of time submitted by your direct reports. You're able to view previous pay periods from the drop down.



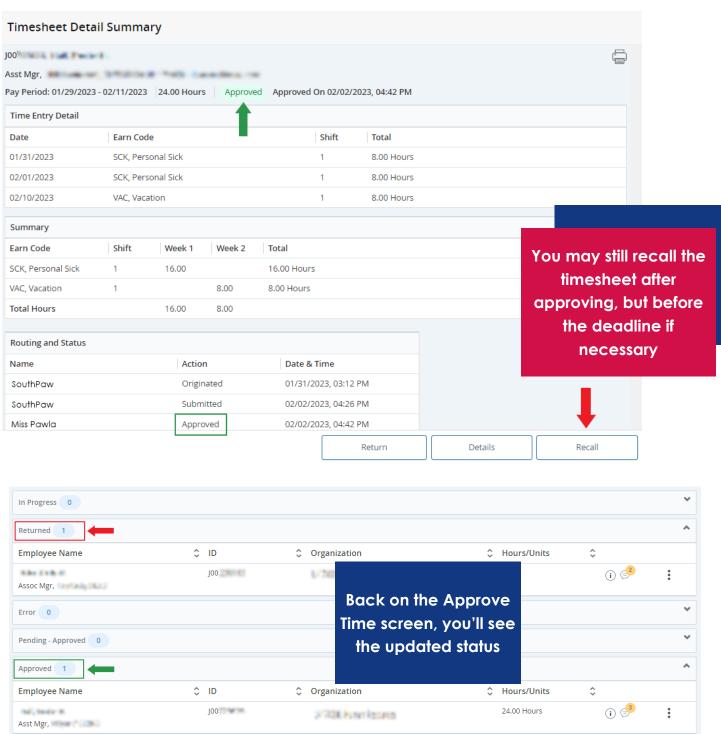
Time Summary

After clicking on an employee from the approval view will bring you to their time summary. You should view any submissions, review any related comments, and either approve or return their timesheet for correction.



Successfully Approved

After approving, you will see the updated Status at the top and bottom of the summary. If there are other approvers, you will see their status as well.



Contact Payroll at 460 6471, or payroll@southalabama.edu should you need assistance